

U.S. DEPARTMENT OF STATE
U.S. EMBASSY Lome
Notice of Funding Opportunity

Funding Opportunity Title: *U.S. Embassy Lome, Africa Regional Democracy Fund*
Funding Opportunity Number: *PAS-SGP-FY2020-004*
Deadline for Applications: *September 11, 2020*
CFDA Number: *19.700 General Department of State Assistance*

Total Amount: *\$250,000.00 (subject to funding availability)*

A. PROGRAM DESCRIPTION

The U.S. Embassy in Lome-Togo through this Notice of Funding Opportunity is pleased to announce an open competition for organizations to submit applications to carry out a program to conduct capacity building, accountability and youth engagement workshops to strengthen democratic institutions, improve governance, and promote respect for human rights in Togo.

Please carefully follow all instructions below.

Program Objectives:

Togo is in the midst of a decentralization process and is devolving power to 116 newly created communes. This is an unprecedented opportunity for citizens to play a bigger role in local governance. This program seeks to increase the capacity of the new local councils as well as citizens' ability to hold them accountable. It also seeks to facilitate increased exchange between the councils and citizens, with a focus on women, youth, and people with disabilities.

Applicants must: demonstrate local expertise and significant knowledge/awareness about Togo's political system and structure (or have a sub-grantee with local expertise), have contacts within the Togolese government, and have a monitoring and evaluation plan that addresses the outlined performance indicators. Applicants will be expected to collaborate with GIZ.

Program activities should include:

- ✓ Work with relevant citizen groups on sustained citizen monitoring of public service delivery and project execution to increase accountability and improve delivery of basic services in selected communities.
- ✓ The development of an app with a dashboard of services (showing different local public services such as education, health, water, etc.) to make these services more responsive and transparent.
- ✓ Workshops with relevant local councils to help them respond effectively to citizen monitoring activities, as well as increase their capacity and understanding of their new roles. The goal is to increase both citizen demand for good governance and the new councils' ability to supply good governance.
- ✓ Fight marginalization at the local level by equipping disadvantaged groups (people with disabilities, women, and youth) with job skills and opportunities to engage with local

councils. This could include activities such as promoting social entrepreneurship, agricultural entrepreneurship, and partnerships like the twin cities initiative.

- ✓ American content/values in form of resources, consultants or experts related to the topic address in this call to contribute to the implementation of this award

Strong proposals should select a limited number of focus districts and include activities such as workshops, trainings, media interactions, and public awareness campaigns.

Priority Program Area:

Programs/Activities should support the following ICS goal and Objectives:

Goal: Strengthen Democracy, Human Rights, and Good Governance

- ✓ **Promote Accountable, Transparent, and Responsive Governance**
 - Assist state institutions at all levels in delivering on the mandates of their offices, fulfilling public trust, and providing public goods and services through transparent and citizen-responsive governance.
 - *Performance Indicators:*
 - ✚ *Number of government officials receiving U.S. government supported anti-corruption training*
 - Support the ability of civil society and independent and open media to provide oversight and foster government accountability
 - *Performance Indicators:*
 - ✚ *Number of U.S. government-assisted media sector civil society organizations (CSOs) and/or institutions that serve to strengthen the independent media or journalists*
 - ✚ *Number of non-state news outlets assisted by the U.S. government*
 - ✚ *Number of mechanisms for external oversight of public resource use supported by USG assistance.*
- ✓ **Promote and Protect Fundamental Rights and Liberties**
 - Promote human rights principles, in accordance with American values and international norms.
 - *Performance Indicators:*
 - ✚ *Number of domestic NGOs receiving U.S. government support that are engaged in monitoring or advocacy work on human rights*
- ✓ **Support Democratic Processes and Promote Strong Democratic Norms**
 - Promote politically engaged and informed citizenries, active civil society organizations, organized labor, independent and open media, and representative political parties

- *Performance Indicator:*
 - ✚ *Number of CSOs receiving U.S. government capacity building assistance, grants, and training engaged in advocacy interventions*
- Support the implementation of participatory political processes by state institutions, including at the sub-national level
 - *Performance Indicators:*
 - ✚ Number of sub-national entities receiving U.S. government assistance to increase engagement with their constituencies.
 - ✚ Number of mechanisms for constituent engagement with sub-national entities established or improved.

Participants and Audiences:

Citizens with a focus on youth, women, and people with disabilities; local councils and their members; and local authorities are the target audience for this program. Our target is to positively affect the lives of over 250,000 people in at least three districts.

B. FEDERAL AWARD INFORMATION

Length of performance period: *1 year*

Number of awards anticipated: *1 award*

Total funding: *\$250,000.00*

Type of Funding: Africa Regional democracy Fund

Anticipated program start date: *September 2020*

Funding Instrument Type: Grant.

Program Performance Period: Proposed programs should be completed in *1 year*.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations in U.S. and Togo with local expertise and significant knowledge and or awareness about Togo's political system and structure are eligible to apply.

- Registered not-for-profit organizations including think tanks and civil society/non-governmental organizations with experience in Togo
- NGOs
- Accredited public and private non-profit educational institutions

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding. Applicants must: demonstrate local expertise and significant knowledge/awareness about Togo's political system and structure (or have a sub-grantee with local expertise), have contacts within the Togolese government, and have a monitoring and evaluation plan that addresses the outlined performance indicators. Applicants will be expected to collaborate with GIZ.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section D.6 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at Embassy Lome, Public Affairs Section, and www.grants.gov

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in **English**
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 points Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations) at**
<https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>
- **SF-424-I (Application for Federal Assistance --individuals) at**
<https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>
- **SF424A (Budget Information for Non-Construction programs)**
<https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>
- **SF424B (Assurances for Non-Construction programs) at**
<https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (4 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program

- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov) (*NOTE: This section is required and not optional, except for NOFOs targeting applications from individuals instead of organizations*)

6. Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

7. Submission Dates and Times

Applications are due no later than *September 11, 2020*

8. Funding Restrictions

a) Indirect Charges: An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. **If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.**

b) Pre-award Costs: Any costs incurred prior to the award start date in the Federal Notice of Award are incurred at the recipient's own risk. Approval of these costs require authorization of the Grants Officer to be considered allowable, will only be considered on a case-by-case basis, and will only be authorized in extraordinary circumstances.

c) Funds under this notice cannot be used for construction programs, vehicle purchases or any other than defined in this funding opportunity

9. Other Submission Requirements

All application materials must be submitted by email to LomePDGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 20 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

American content/Values—10 points: Applicant indicates what American content will contribute to the implementation of this award. It can be any American subject experts /consultants and or resources related to the topic addressed in this call.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications

3. Federal Awardee Performance & Integrity Information System (FAPIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation

and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: *Payments will be made in at least four installments, as needed to carry out the program activities.*

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: LomePDGrants@state.gov

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.